



Digital Skills for the Workplace Brochure (UK)

Target Audience

- University and polytechnic graduates
- Candidates and recent alumni in transition
- Adults preparing for the job market
- Professionals looking to Upskill with practical digital and workplace competencies

Course Objectives

To equip workplace professionals with in-demand digital skills, essential soft skills and job readiness tools to confidently transition into the workforce — with no prior tech or coding experience required. This program bridges the gap between academic knowledge and real-world relevance in a tech-first economy.

Course Overview

- Learn high-demand digital tools used in global workplaces
- Build your first resume/CV and cover letter
- Gain confidence with workplace communication & conflict resolution
- Understand remote work tools and environments
- Earn a certificate of completion
- Join an active learning community and mentorship network
- Opportunity for internships or referrals
- Learn workplace ethics and compliance
- Learn Ai automation and digital tools mastery
- Critical thinking and creativity.
- Learn professional presentation skills
- Team collaboration and remote work etiquette
- Financial literacy
- Job readiness through real world scenarios
- Have a portfolio of digital projects.

Duration: 5 weekends (Nov 8th - Dec 7th 2025)

Fee: £150

Group training (from 10): 10%



Course Outlines

- Conferencing & Online Communication (Teams, Zoom, Google Meet)
- Email & Professional Writing
- Cloud & Document Storage (Drive, OneDrive, Dropbox, SharePoint)
- Microsoft Office Suite (Excel, Word, PowerPoint mastery)
- Cybersecurity & Digital Privacy (Password safety, spotting scams, online privacy)
- Artificial Intelligence Tools (ChatGPT, CV/cover letters, interview prep, LinkedIn optimization)
- Reporting & Proposal Writing
- Administrative Excellence & Record Keeping
- Ethics, Compliance & Workplace Culture
- Emotional Intelligence & Conflict Management
- Job Readiness & Interview Preparation



To partner, enroll, or get more information:

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🌐 <https://www.avatechacademy.com> 📞 +44 7853 744384

Ability to work across Africa, UK, Canada & US

Payment

Participation includes access to all live sessions, recorded resources, certification, and mentorship

Use the Link Below to make payment

UK:

<https://bit.ly/digitaltoolsUK>



DIGITAL SKILLS FOR THE WORKPLACE (Training Calendar)

AVA GAP YEAR CALENDAR

Training: Week 1 - Week 5

Week 1	TOPIC	Coach	Coordinator
Nov 8th	Cybersecurity and digital privacy	Coach Richard	Coach Toyin
Nov 9th	Cloud and document storage, conducting interview for multiple participants, organizing webinars	Coach Rhalee	Coach Halima
WEEK 2			
Nov 15th	MS office suite and mastery. Excel basics, budgeting, project tracking	Coach Michael	Coach Halima
Nov 16th	Excel for inventory and reporting. Microsoft word and cv building.	Coach Michael	Coach Michael
WEEK 3			
Nov 22	Conference and online communication, scheduling calendar with teams, zoom and google	Coach Rhalee	Coach Toyin
Nov 23	Introduction to CHATGPT and other LLMs	Coach Rhalee	Coach Rhalee
WEEK 4			

Nov 29	Work ethics: Effective communication, working with a team, conflict resolution, emotional intelligence, workplace ethics	Coach Toyin	Coach Michael
Nov 30	Powerpoint design for effective story telling and work presentations	Coach Michael	Coach Halima
WEEK 5			
Dec 6	Ai tools for workplace, Linkedn optimization, Ai for cover letters and cv writing, Ai for interview preparation	Coach Rhalee	Coach Toyin
Dec 7	Administrative excellence, report writing, proposal creation, negotiations, interview preparation, personal branding	Coach Bunmi	Coach Michael